

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1712***

**FLSA: Exempt**

**CLASSIFICATION TITLE: SUBDIVISIONS COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to maintain all aspects of subdivision review and make recommendations to the Planning Commission. Reviews submitted plats for compliance with all applicable rules and regulations; conducts inspections of major subdivisions for compliance; amends zoning maps to reflect changes to city limit lines.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Reviews submitted, corrected, and staff approved plats for compliance with all applicable rules and regulations; signs corrected and staff approved plats; submits recorded plats to appropriate individual(s) and/or agencies.

Conducts inspections of major subdivisions for compliance with approved plats.

Receives and reviews road and sewer profiles, drainage retention plans, sewer designs and soil surveys; analyzes information for utilization in zoning and subdivision decisions.

Accepts zoning, closure, historic zoning and other applications from the public; provides zoning and subdivision information to the public; answers questions; prepares letters to subdivision applicants of plat action by the Planning Commission; prepares notice letters for applicants.

Prepares written and oral reports of subdivisions within the assigned; copies and distributes to appropriate individuals and agencies; makes recommendations for zoning and other matters related to planing district.

Amends zoning maps to reflect changes to City boundries; ensures maps are drawn to scale and are kept current and accurate; maintains maps and blueprints.

Assigns numbers to houses as zoning is approved and granted; updates and maintains records.

Writes amendments to subdivision regulations for City, county and other municipalities served; reviews with supervisor to ensure compliance with all applicable rules.

Serves on various committees relating to subdivision review; schedules meetings; moderates and/or attends meetings.

Maintains subdivision regulations for all served municipalities and Hamilton County; makes recommendations for requests and variances of subdivision regulations.

Attends meetings, seminars, workshops and training classes to stay apprised of changes in industry related legislation; applies current information to daily work routine.

Responds to requests for assistance from other departments.

Prepares various documents, correspondence, memoranda, and other reports and information used in the performance of routine functions; makes copies and files for departmental use and future reference.

Makes copies of blueprints, zoning maps, and/or other documents for customers.

Serves as Staff Planner for other municipalities.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in planning or related area; supplemented by one (1) to two (2) years previous experience and/or training involving professional planning, geography, or related experience required; or closely related field: or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Tennessee driver's license. Certification as a licensed Professional Planner with the American Institute of Certified Planners. Must hold Certificate of Training in Erosion and Sediment Control from the City of Chattanooga.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.